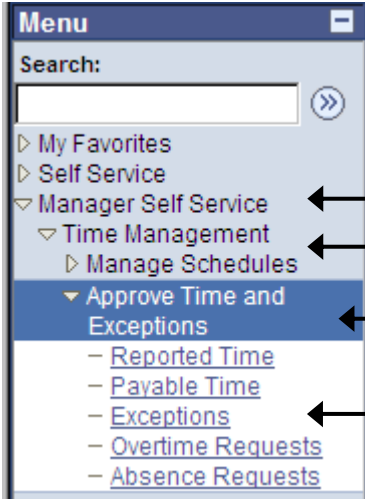














## Managing Exceptions (Warnings and Errors)\_UM

<p>1.</p>	<p>Begin by navigating to the <b>Timesheet Summary</b> page.</p>  <p>Click the <b>Manager Self Service</b> link</p> <p>Click the <b>Time Management</b> link.</p> <p>Click the <b>Approve Time and Exceptions</b> link</p> <p>Click the <b>Exceptions</b> link</p>
<p>2.</p>	<p>Use the <b>Manage Exceptions</b> page to review, allow, or clean up exceptions.</p> <p>You can enter a Group ID, Employee ID, or search all EmplIDs. Up to 100 exceptions display per page.</p>

3. Enter the desired information into the **Value** field. You can search by Group ID, Employee ID, Last Name, etc. but if you define no search criteria it will bring up all the exception employees that you have access to.

### Manage Exceptions

Employee Selection Criteria

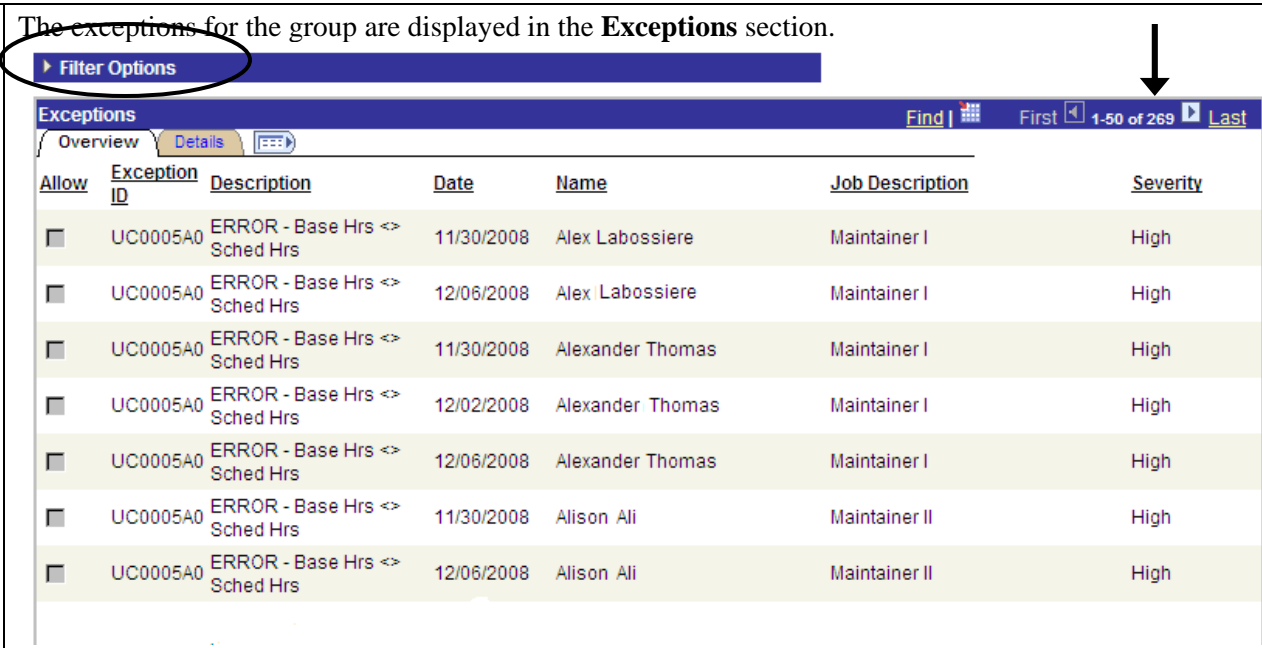
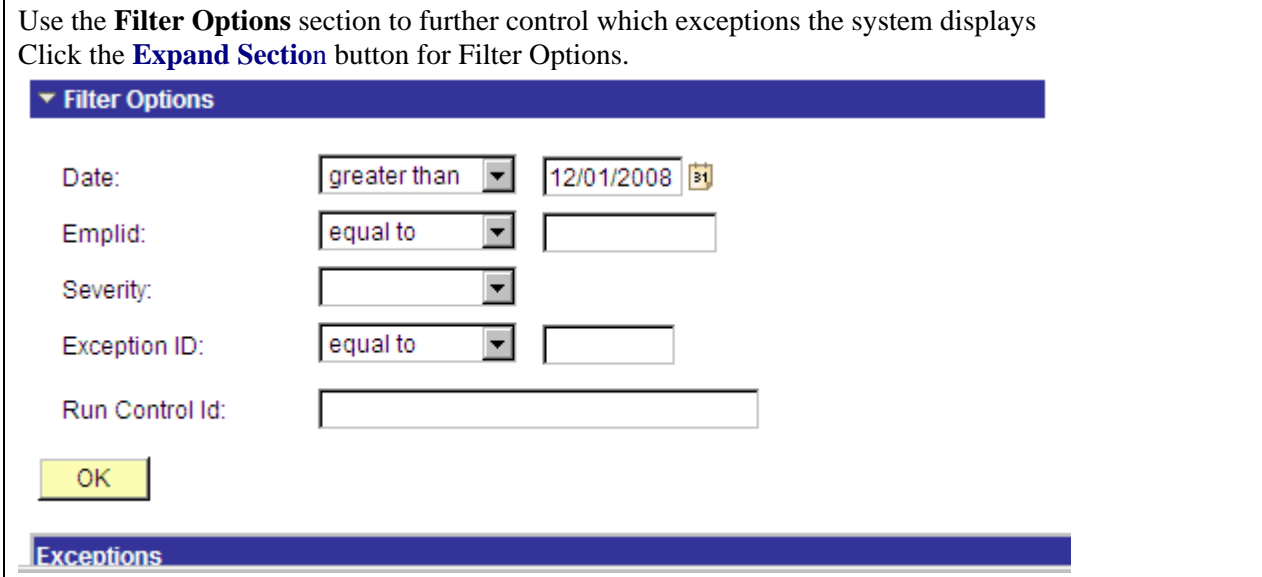
Description	Value
Group ID	<input type="text"/> 
EmplID	<input type="text"/> 
Empl Rcd Nbr	<input type="text"/> 
Last Name	<input type="text"/> 
First Name	<input type="text"/> 
Business Unit	<input type="text"/> 
Job Code	<input type="text"/> 
Department	<input type="text"/> 
Supervisor ID	<input type="text"/> 
Reports To Position Number	<input type="text"/> 
Workgroup	<input type="text"/> 
Employee Type	<input type="text"/> 

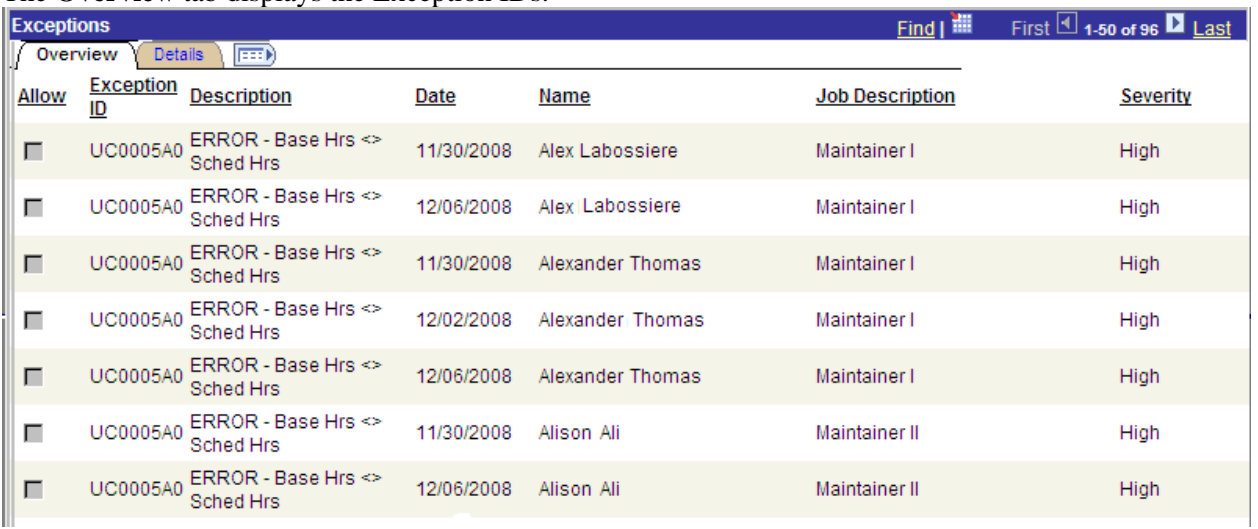
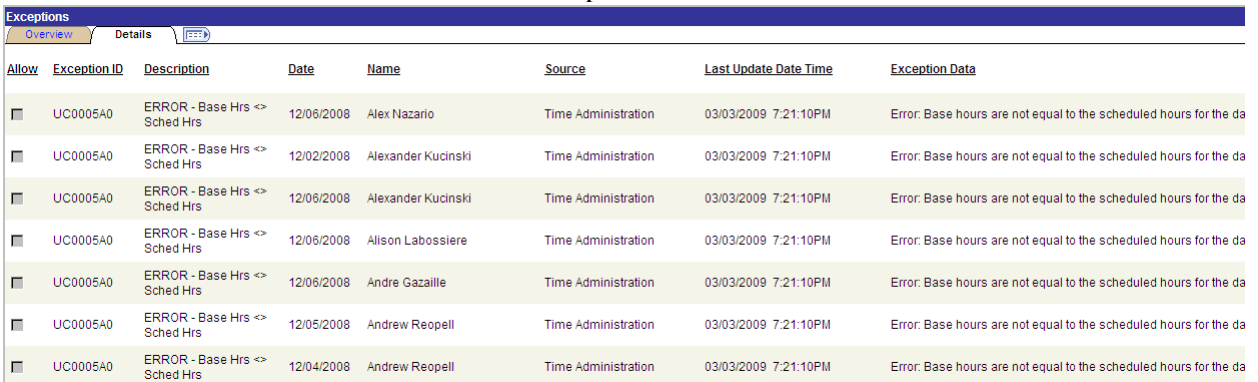
Clear Selection Criteria
Save Selection Criteria
Get Employees

 [Click to View Additional Information](#)

4. Click the **Get Employees** button.

Get Employees

5. The exceptions for the group are displayed in the **Exceptions** section.
- 
6. Use the **Filter Options** section to further control which exceptions the system displays. Click the **Expand Section** button for Filter Options.
- 
7. Enter criteria to narrow the results and click **OK**. You will always want to enter greater than the begin date of the current pay period in the date field otherwise you will see low severity exceptions from prior pay periods. To further narrow your results you can, for example, make the Severity field equal to High and it will only display the exceptions with a high severity that will cause the day to error out. You can also enter multiple criteria such as date and severity depending on what results you are trying to retrieve.

<p>8.</p>	<p>The <b>Overview</b> tab displays the Exception IDs.</p> 
<p>9.</p>	<p>The <b>Severity</b> column displays the severity of the exception: <b>High, Medium, and Low</b>.</p> <p>The system does not create payable time for a day when a time reporter has an exception with severity of <b>High</b>. These are considered Errors.</p> <p>The system does create payable time for when exception severity is <b>Low</b> or <b>Medium</b>. These are considered Warnings.</p>
<p>10.</p>	<p>Click the <b>Details</b> tab.</p>
<p>11.</p>	<p>Use the <b>Details</b> tab to view the details of the exception.</p> 

12.	<p>Scroll to the right to see additional details</p> <table border="1"> <thead> <tr> <th><u>Empl Rcd Nbr</u></th> <th><u>Job Code</u></th> <th><u>Employee Type</u></th> <th><u>Business Unit</u></th> <th><u>Department</u></th> <th><u>Department Description</u></th> <th><u>Supervisor ID</u></th> <th><u>Reports To Position Number</u></th> <th><u>Workgroup</u></th> </tr> </thead> <tbody> <tr> <td>0 09X08</td> <td>Excep Hrly</td> <td>UMAMH</td> <td>A738500</td> <td>Operations SW South</td> <td></td> <td></td> <td></td> <td>A_AFSCME</td> </tr> <tr> <td>0 09X08</td> <td>Excep Hrly</td> <td>UMAMH</td> <td>A738200</td> <td>Operations NE/S</td> <td></td> <td></td> <td></td> <td>A_AFSCME</td> </tr> <tr> <td>0 09X08</td> <td>Excep Hrly</td> <td>UMAMH</td> <td>A738200</td> <td>Operations NE/S</td> <td></td> <td></td> <td></td> <td>A_AFSCME</td> </tr> <tr> <td>0 11X01</td> <td>Excep Hrly</td> <td>UMAMH</td> <td>A738400</td> <td>Operations SW North</td> <td></td> <td></td> <td></td> <td>A_AFSCME</td> </tr> <tr> <td>0 09X08</td> <td>Excep Hrly</td> <td>UMAMH</td> <td>A738500</td> <td>Operations SW South</td> <td></td> <td></td> <td></td> <td>A_AFSCME</td> </tr> <tr> <td>0 17X06</td> <td>Excep Hrly</td> <td>UMAMH</td> <td>A738600</td> <td>Maintenance</td> <td></td> <td></td> <td></td> <td>A_AFSCME</td> </tr> <tr> <td>0 17X06</td> <td>Excep Hrly</td> <td>UMAMH</td> <td>A738600</td> <td>Maintenance</td> <td></td> <td></td> <td></td> <td>A_AFSCME</td> </tr> </tbody> </table>	<u>Empl Rcd Nbr</u>	<u>Job Code</u>	<u>Employee Type</u>	<u>Business Unit</u>	<u>Department</u>	<u>Department Description</u>	<u>Supervisor ID</u>	<u>Reports To Position Number</u>	<u>Workgroup</u>	0 09X08	Excep Hrly	UMAMH	A738500	Operations SW South				A_AFSCME	0 09X08	Excep Hrly	UMAMH	A738200	Operations NE/S				A_AFSCME	0 09X08	Excep Hrly	UMAMH	A738200	Operations NE/S				A_AFSCME	0 11X01	Excep Hrly	UMAMH	A738400	Operations SW North				A_AFSCME	0 09X08	Excep Hrly	UMAMH	A738500	Operations SW South				A_AFSCME	0 17X06	Excep Hrly	UMAMH	A738600	Maintenance				A_AFSCME	0 17X06	Excep Hrly	UMAMH	A738600	Maintenance				A_AFSCME
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14.	<b>End of Procedure.</b>																																																																								

